

APPENDIX W

**SAMPLE Authorization Letter to Open
an FRG Non-Interest Bearing Checking Account**

[Unit Letterhead]

Office Symbol

[Date]

Bank Name

ATTENTION: New Business Accounts

Bank Address

City, State ZIP

SUBJECT: Authorization to open a new business checking account for the
_____ Family Readiness Group (FRG) Fund

Dear New Accounts Manager:

This letter is to authorize the following named individuals to open a checking account:

Type Account: Ordinary business checking

In the name of: _____ FRG Fund

Type organization: Unit cup and flower fund

Mailing Address: c/o _____, Address, City, State, ZIP

Authorized signatories:

<u>Name</u>	<u>Title</u>	<u>SSN</u>
_____	FRG Fund Manager	
_____	Alternate Fund Manager	
_____	FRG Chair	
_____	Special Events Chair	

If any questions, please contact _____ at XXX-XXX-XXXX. Thank
you for your assistance.

Sincerely,

(COMMANDER'S NAME)
Captain, AZNG
Commanding